



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 6-12-79	1. Agency Address Georgia Department of Agriculture Plant Industry Division- Pesticide Unit 19 Martin Luther King Jr., Dr. S.W. Atlanta, Ga. 30334	Application Number 75-179-A	Date Received Date Completed
Application Number 204	2. Person to Contact J. R. Conley Working Title Director-Pesticide Division Telephone Number 656-4958		
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <del>296</del> 75-179 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void Aug. 17, 1975			
4. Dates of Series Earliest 1974-75 Latest 1978-79	5. Records Series Title (followed by title used in office, if different) Pesticide Sample Reports (Out of Tolerance)		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Plant Industry is responsible for supervising and regulating various fields of the plant industry in Georgia. It seeks to control and eradicate diseases and insects in the plant industry.  The Pesticide Division, an operational unit of the Plant Industry Division, is responsible for enforcement of the Georgia Pesticide Control Act, the Georgia Pesticide Use and Application Act and the Georgia Treated Timber Act.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Sampling and analysis of pesticides found to be out of compliance with Georgia Law and copies of any enforcement actions taken  included are:  Ag. 14-057-093, Original of Inspector's transcript. Laboratory Report showing sample analysis. Notice of "Stop Sale" and any other pertinent correspondence.   File is arranged: Reports arranged numerically, by laboratory number, within folders arranged alphabetically, by registrant.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>X</u> 1/2 lateral file drawer-42" each			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 4 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Lawsuits arising from use of product found to be out of compliance are not tried for 3-4 years. Reports must be maintained for four years as supporting evidence.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 4 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Ellis D. Liles	6/13/79	Ellis D. Liles	6/13/79
State Records Committee (Signature)			
State Auditor/Designee		7-3-79	
Secretary of State/Designee		6-29-79	
Attorney General/Designee		7-5-79	

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1593-02

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1. Application Date <b>August 1, 1975</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>AUG - 4 1975      75-179      AUG 17 1975</b>																																															
2. Agency Application No. <b>166</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Feed, Fertilizer, Pesticide and Grain Division 19 Hunter Street, SW Atlanta, Georgia 30334</b>		4. Person to Contact <b>J. R. Conley</b> <i>JRC</i>																																															
				5. Working Title <b>Asst. Div. Dir.</b>																																															
				6. Tel. No. <b>656-3637</b>																																															
7. ACTION REQUESTED      TO AMEND STANDARD 298 dated 10/5/72 <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE.      NO FURTHER ACCUMULATION ANTICIPATED.																																																			
8. Earliest & Latest Dates of Series <b>July 1, 1971 to Date</b>		9. Exact Series Title <b>ECONOMIC POISON OUT OF TOLERANCE SAMPLE FILES</b>																																																	
10. What is the function of the office in which this record series is created?  The Pesticide Unit enforces the Georgia Economic Poisons Act, sampling, analyzing, and enforcing tolerances of "economic poisons" are vital regulatory functions toward this end.																																																			
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to <sup>enforcing</sup> Economic Poisons Tolerance Included are: Correspondence; Stop Sale Order; Laboratory Division Report from State Chemist; Inspector's PESTICIDE LABEL SUBSTITUTE submitted with sample, and Inspector's Pesticide Sample Report.  Files are arranged by Laboratory Number.  <b>ATTACH SAMPLES OF THE FILE</b>																																																			
12. <table border="1"><thead><tr><th>EQUIPMENT OCCUPIED</th><th>No. of Drawers</th><th>Cu. Ft. of Records</th><th>ANNUAL RATE OF ACCUMULATION</th><th>No. of Drawers</th><th>Cu. Ft. of Records</th></tr></thead><tbody><tr><td>Letter-size File Drawers</td><td>1</td><td>1.5</td><td rowspan="2">FLOOR SPACE OCCUPIED (Square Feet)</td><td>.5</td><td>.75</td></tr><tr><td>Legal-size File Drawers</td><td></td><td></td><td>In Office(s)</td><td>In Storage Area(s)</td></tr><tr><td></td><td></td><td></td><td rowspan="2">AVERAGE DAILY REFERENCES</td><td>This Year's</td><td>Last Year's</td></tr><tr><td></td><td></td><td></td><td>Preceding Year's</td><td>All Prior Years</td></tr><tr><td><b>21 11 8</b></td><td><b>cont 1</b></td><td><b>1.5</b></td><td></td><td>2</td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>0</td></tr></tbody></table>						EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records	Letter-size File Drawers	1	1.5	FLOOR SPACE OCCUPIED (Square Feet)	.5	.75	Legal-size File Drawers			In Office(s)	In Storage Area(s)				AVERAGE DAILY REFERENCES	This Year's	Last Year's				Preceding Year's	All Prior Years	<b>21 11 8</b>	<b>cont 1</b>	<b>1.5</b>		2	0						0						0
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**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ] [ ]
14. Is there a duplication of this series in another office or agency? [ ] ☒ [ ]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☒ [ ] [ ]
16. Does the series contain classified information requiring security handling? [ ] ☒ [ ]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [ ] [ ]
18. Could the function be performed if the files were lost or destroyed? ☒ [ ] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒ [ ]
20. Does the record series provide data as input to an EDP file? [ ] ☒ [ ]
21. Does the record series contain documentation produced as EDP printout? [ ] ☒ [ ]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] ☒ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [ ]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Experience shows that any litigation initiated by the manufacturer will probably take place within this period.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 3 year(s):
- ☐ Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Chris D. Liles</i>	8/1/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Chris D. Liles</i>	8/1/75
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Liles</i>	8-15-75
	Secretary of State/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Currell Hart</i>	8-13-75
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Admiral</i>	8-15-75

STATE RECORDS  
COMMITTEE